

Catawba County Emergency Medical Services Standard Operating Guidelines

Narcotic Signature Sheets

ALS Units

- It is the responsibility of both the on coming and off going Paramedic to ensure the narcotic signature sheet is signed correctly.
 - The on-coming responsible Paramedic should inspect and verify the narcotic box contents at the start of the shift. He /she must enter the shift and date in the appropriate column in the first blank row on the log sheet. He / she must enter the total amount of medications on hand in the appropriate columns of the same row. He / she must sign his/her name in the on-coming column of the same row.
 - The off-going responsible Paramedic will then sign his or her name in the off-going column of the same row.
 - Both parties will be present during signing.
- If the unit uses any narcotics during the shift, the responsible Paramedic must complete the appropriate columns on the log sheet, utilizing the same row as above. An incident number must be recorded each time narcotics are used. The paramedic must have a witness observe any wasting of narcotics and then the witness must sign on the appropriate line. Additional entries should be made on consecutive lines on the log sheet.
- When narcotics are replaced, the amount will be recorded on the appropriate line and signed by the individual replacing the narcotics.
- The completed narcotics signature form will be placed in a provided envelope. On the second of each month the supervisor for that day will pick up the completed signature sheet. This envelope must be kept up with and available for that supervisor to pick up on that day. It is the responsibility of the crew on that day to insure the envelope is there for the supervisor.

Specialty Services

- The on-coming responsible Paramedic should inspect and verify the narcotic box contents at the start of the shift. The Paramedic must enter the shift and date in the appropriate column in the first blank row on the log sheet. He/She must enter the total amount of medications on hand in the appropriate columns of the same row. The Paramedic will sign his or her name in the on-coming column of the same row.
- If the unit uses any narcotics during the shift, the responsible Paramedic will complete the appropriate columns on the log sheet, utilizing the same row as above. An incident number shall be recorded each time narcotics are used. The Paramedic will have a witness observe any necessary wasting of narcotics and then the witness shall sign on the appropriate line. Additional entries should be made on consecutive lines on the log sheet.
- The off-going responsible Paramedic must sign his or her name in the off going column of the same row and at the start of the shift.
- The keys for the narcotic box must always be in a secured location.